

ARIZONA CRIMINAL JUSTICE COMMISSION

GRANT PROGRAM ANNOUNCEMENT

ARIZONA RESIDENTIAL SUBSTANCE ABUSE TREATMENT PROGRAM

RSAT

INTRODUCTION

The Arizona Criminal Justice Commission is publishing this notice to announce the initiation of the Arizona Residential Substance Abuse Treatment Program for FY 2006. This program is designed to assist state and local governments in developing and implementing substance abuse treatment programs in state and local correctional and detention facilities.

At least 10 percent of the total state allocation for FY 2006 grants shall be made available to local correctional and detention facilities for either residential abuse treatment programs or jail based substance abuse treatment programs as defined below.

Residential substance abuse treatment programs provide individual and group treatment activities for offenders in residential facilities that are operated by state and local correctional agencies. The programs must (as required by 42 U.S.C. § 3796ff):

- Last between 6 and 12 months.
- Be provided in residential treatment facilities set apart from the general correctional population. Set apart means a completely separate facility or a dedicated housing unit within a facility exclusively for use by program participants.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance abuse and related problems.
- Implement or continue to require urinalysis and/or other proven reliable forms of drug and alcohol testing for those enrolled in the residential substance-abuse treatment program and post program while they remain in the custody of the state or local government.

Preferably, participation in the residential program should be limited to inmates who have 6 to 12

months remaining in their term of confinement so they can be released from prison after completing the treatment program. Inmates cannot be returned to the general prison population.

Jail-based substance abuse programs provide individual or group treatment activities for offenders in jails and local correctional facilities. These programs must:

- Last at least three months.
- Make every effort to set apart the treatment population from the general correctional population.
- Focus on the substance abuse problems of the inmate.
- Develop the inmate's cognitive, behavioral, social, vocational, and other skills to solve the substance and related problems.
- Be science based and effective.

The Commission is required to give preference to applicants who will provide aftercare services to program participants. Aftercare services must involve coordination between the correctional treatment program and other human services and rehabilitation programs, such as education and job training, parole supervision, halfway houses, self help, and peer group programs that may aid in rehabilitation.

The Commission is presently making these funds available for multiple grants to be allocated directly to state, county, and local detention agencies for programs that meet the criteria. A twenty-five percent (25%) local cash match will be required for all funds disbursed. Grants may be made to any state and local correctional agency. All projects funded under this program will be for 12 months.

All applications will be submitted and monitored through a private, secure web site. Upon verification of your eligibility to apply for funds, log-in information will be e-mailed to you. The application must be completed on this web site and submitted electronically. If applicants do not have internet access or are having difficulties with the system and would like to complete the form manually, please call our office at 602-364-1146 or e-mail us at rsat@azcjc.gov.

ALLOWABLE COSTS

Grants provided under this program must be used to increase the availability of treatment services. No administrative costs will be funded. Additional federal funds may not be available in future years. When requests are made to fund personnel or other ongoing continuing activity or cost, applicants should identify future potential funding sources. Eligible expenses include personnel, Employee Related Expenses (ERE), overtime, travel, operating and costs related to contractual or consulting services. To the greatest extent practicable, all products purchased with grant funds should

be American made.

RESTRICTIONS ON USE OF FUNDS

Grant funds cannot be used for land acquisition or construction projects. Grant funds can not be awarded to private prisons or jails.

REPORTING REQUIREMENTS

Applicants are required to submit monthly financial reports, quarterly progress reports and an annual report to the Commission and cooperate fully in any national evaluation efforts required by the federal government. A copy of the last available A-133 audit report and the applicant's drug testing policy and documents from participating agencies indicating their intent to participate in the program must be submitted to the Commission with the signed Grant Agreement.

Equal Employment Opportunity Plan (EEOP)

An acceptable Equal Employment Opportunity Plan must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7th Street N.W., Washington D.C. 20531 if the grantee is required to submit one pursuant to 28 CFR 42.302. An EEOP is a comprehensive document that analyzes a recipients' relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color or national origin. The department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receives an award of \$25,000 or more either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission. Exceptions: Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, non-profit organization, Indian tribe or medical institution, it is exempt and is not required to develop an EEOP. Submissions of the EEOP vary depending on the entity type, number of employees and funding level of a grantee agency. The following guidelines should be used to determine what information, if any, must be submitted to Office for Civil Rights (OCR):

An agency **does not** need to return any EEOP related information to OCR if it is a non-profit organization, educational institution, Indian tribe or medical institution or is not receiving a signed grant or sub-grant award of at least \$25,000.

An agency **must submit** a Certification to OCR if it is receiving a single award for at least \$25,000, but has less than 50 employees or has 50 or more employees and is receiving a single award for at least \$25,000, but less than \$500,000.

An agency **must submit** a copy of its EEOP (or EEOP Short Form) to OCR if it is receiving a single grant award of \$500,000 or more ,or an aggregate of grant awards for \$1,000,000 or more during an 18 month period and has 50 or more employees.

All grantees must forward to OCR a copy of any finding for discrimination made against their agencies after a due process hearing (within the past five years) within 30 days of such finding. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr

CERTIFICATIONS

Civil Rights

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must provide assurance that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the application as a condition of federal funds (See 28 CFT 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 (C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d), the OJP program statute), prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

*Section 504 of the Rehabilitation Act of 1973 (section 504) prohibits identical discrimination on the basis of disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in connection with the program or activity receiving OJP fund on these grounds. Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and of its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination which is prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203 and 28 CFT 42.403 section 504. For more information consult the Office for Civil Rights (OCR) web site at www.ojp.usdoj.gov/ocr .

ALLOCATION PROCESS

Applications will be reviewed by a selection committee. Commission staff will prepare a proposed allocation plan. The proposed allocation of funds will be based on the amount requested and the following factors:

- (a) The extent to which the proposed activities help increase the availability of treatment services in the detention facility.
- (b) The extent to which the proposed activities impact the quality and coordination of treatment received for single and dual diagnosed offenders in the detention facility.
- (c) The feasibility of the proposal and extent to which the proposal appears to be effective and reasonable based on the agency's current facilities.
- (d) The extent to which the treatment program proposed is consistent with federal and state requirements. Arizona Department of Health Services, Behavioral Health Services, Office for Substance Abuse will review all applications.
- (e) The reasonableness of the budget.
- (f) Approval of the proposed activities by the Bureau of Justice Assistance.

ACJC staff will present a proposed allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the Criminal Justice Commission for review and final action. The proposed allocation plan will be made available to all applicants in the meeting agendas. Funds will then be disbursed to agencies in accordance with the Commission's final approved allocation plan. Funds will be disbursed to agencies on a reimbursement basis upon submission of reports showing expenditures.

APPEAL PROCESS

Applicants may pursue a two step appeal process if their applications are denied. The staff review of the applications results in a funding proposal to the appropriate Committee of the Arizona Criminal Justice Commission. If an application is not included for funding in the initial proposal, the applicant may verbally appeal to the Committee. At that point, the Committee will either accept the staff proposal and recommend the proposal to the Commission or make changes and recommend the revised proposal to the Commission. If an application is not recommended for funding by the Committee, the applicant may verbally appeal to the Commission. The Commission can approve the recommendation of the Committee, make changes to the Committee proposal or table the proposal for further study. The vote of the Commission is the final step of the process and no further appeals will be granted.

APPLICATION PROCESS

The Arizona Criminal Justice Commission would like to fund each worthy program, but available funds are limited. In addition to new projects, the Commission will consider funding existing projects that require continued funding to be successful.

Applications must be received electronically at the Commission office no later than 3:00 p.m. on April 22, 2005. Applications can only be submitted online at : www.azcjc.gov/Grants/GMSIndex.asp.

Questions concerning this program, or the application process, should be directed to Bob Irish or Luis Martinez at the Arizona Criminal Justice Commission at 602-364-1146 or e-mail us at rsat@azcjc.gov .